



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20020034

OPEN: 11/21/2001

CLOSE: OPEN UNTIL FILLED

THIS ANNOUNCEMENT IS FOR A TWO-YEAR TEMPORARY POSITION WITH THE POSSIBILITY OF EXTENSION FOR UP TO AN ADDITIONAL TWO-YEAR PERIOD. THE APPOINTMENT WILL BEGIN IN AUGUST 2002.

FORMAL CONSIDERATION OF APPLICATIONS IS EXPECTED TO BEGIN IN EARLY JANUARY.

POSITION VACANT: Head, National Science Foundation (NSF) Tokyo Office, AD-0301-5. Annual salary ranges from \$95,652 to \$114,200, with increase expected in 2002. Overseas Post Allowance will also apply.

LOCATION: NSF Tokyo Regional Office, Tokyo, Japan. Office of International Science and Engineering, Directorate for Social, Behavioral and Economic Sciences.

BARGAINING UNIT STATUS: This position is excluded from the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-100).

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

APPOINTMENT OPTIONS:

- **Temporary Excepted Service Appointment.** Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year.
- **Intergovernmental Personnel Act (IPA) Assignment.** Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides funding toward the assignee's salary and benefits.
- **Reimbursable Interagency Detail.** Federal employees may be detailed from one agency to another under an interagency agreement. Under such an agreement, the individual would retain current employment status at the home agency and NSF would provide funding toward the detailee's salary and benefits.

DUTIES AND RESPONSIBILITIES: The Tokyo Regional Office represents NSF in Japan. The Office collects information and reports on Japanese science policy and programmatic developments, maintains close working relationships with science support organizations in Japan, and provides coordination on research and exchange programs and other NSF Japan-related activities. Although specific duties are described as they relate to Japan, the Tokyo Regional Office serves similar functions in relation to other countries in the East Asia and Pacific Region, as requested by NSF's Office of International Science and Engineering. Information about NSF's East Asia and Pacific Program may be found at <http://www.nsf.gov/sbe/int/eap/start.htm>. Information about the Tokyo Regional Office may be found at <http://www.twics.com/~nsftokyo/home.html>.

QUALIFICATIONS REQUIRED: U.S. citizenship is required. In addition, applicants must have a Ph.D. or equivalent experience or a combination of education and equivalent experience in science, technology, engineering or mathematics plus six or more years of successful research, research administration, and/or managerial experience.

QUALITY RANKING FACTORS:

- Knowledge and familiarity with the National Science Foundation (NSF) sufficient to adequately represent the Foundation abroad. Includes knowledge of the mission of the Foundation, its overall strategy and objectives and how it implements these, the grant making process, and the relationship of NSF to other agencies and to the scientific and technical enterprise of the United States.
- Knowledge of a wide range of science and technology policy issues, especially with science and technology issues in Japan, and skill in policy analysis and reporting. Includes knowledge of the institutional landscape of Science and Technology (S&T) agencies and private sector research in Japan, experience interacting with Japan's officialdom and with Japan's scientists and engineers, and a solid understanding of the major trends in Japan's scientific and technical development.
- Ability to represent a major organization involved in international S&T cooperation. Includes the ability to represent and coordinate organizational strategy and initiatives with representative of foreign governments, especially Japan.
- Knowledge and ability in coordinating and implementing complex research and education programs involving international partnerships. Includes ability to coordinate with administrators and researchers in academic and scientific organizations and the ability to administer human, financial, and information resources.
- Ability to work with students and young researchers and to encourage them to pursue international scientific partnerships and experiences.
- While not essential, familiarity with the diplomatic and foreign policy related aspects of a position embedded in an Embassy setting, and ability to speak and read Japanese are deemed desirable.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation, together with required Critical-Sensitive (Top Secret) Government security clearance and State Department medical clearance. The individual selected for this position will be required to file an "Executive Branch Personnel Public Financial Disclosure Report (SF-278) in accordance with the Ethics in Government Act of 1978. Satisfactory completion of a one-year trial period may also be required.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

- 1.) **Resume or other application format of your choice.** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties, and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately.
- 2.) **Narrative statement addressing your background in terms of the Quality Ranking Factors listed above.**
- 3.) **NSF Form 1232, "Applicant Survey."** Submission of this form is voluntary, although encouraged, and will not affect your application for employment. The information provided will be used only for statistical purposes.

APPLICATION SUBMISSION: Applications may be transmitted electronically to execsrch@nsf.gov, mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: E20020034, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage <http://www.nsf.gov>. Announcements may be accessed electronically on NSF's Homepage <http://www.nsf.gov/home/menus/jobs.htm>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER